



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

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IN REPLY REFER TO
OPNAVINST 5215.5E
Op-09B15
APR 17 1981

OPNAV INSTRUCTION 5215.5E

From: Chief of Naval Operations

Subj: DOD directive issuances

Ref: (a) DOD Directive 5025.1 of 16 Oct 1980 (NOTAL)

Encl: (1) Responsibilities and procedures

1. Purpose. To implement reference (a) and assign responsibilities, provide guidance, and establish procedures for handling DOD directive issuances within the Department of the Navy. (R)

2. Cancellation. OPNAVINST 5215.5D

3. Definition. For the purpose of this instruction, DOD directive issuances include directives, instructions, transmittals, regulations, manuals, handbooks, plans, pamphlets, indexes, lists, standards, catalogs, guides, directories, supplements and specifications. (R)


4. Background. On 2 October 1972, the Secretary of the Navy transferred the SECNAV Directives Control Point to OPNAV, and assigned its functions to the Chief of Naval Operations. Included was the responsibility for coordinating the development review and clearance of proposed DOD issuances, and monitoring the implementation of DOD issuances received by the Secretary of the Navy.

5. Policy. Requirements of all DOD issuances must be complied with at all organizational levels throughout the Department of the Navy. Every effort must be made to meet the effective dates stated therein. DOD issuances will be closely monitored by the Chief of Naval Operations (Op-09B1) to ensure implementation.

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6. Responsibilities and procedures. Assigned responsibilities and established procedures are set forth in enclosure (1).


M. P. ALEXICH
Assistant Vice Chief of Naval Operations
Director of Naval Administration

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RESPONSIBILITIES AND PROCEDURES CONCERNING
DOD DIRECTIVE ISSUANCES

1. Development of proposed issuances

a. Addressees who participate with the Office of the Secretary of Defense, other Military Departments, and Defense Agencies in the preparation or coordination of proposed DOD issuances shall keep their superiors advised during all negotiations as to progress and agreements. On matters of major importance, they shall obtain appropriate guidance from the Secretary of the Navy through the chain of command or appropriate echelons.

b. Proposed DOD issuances submitted to the Office of the Secretary of the Navy (SECNAV) for concurrence or comment may be assigned to one or more action addressees for the preparation of a reply for Secretarial signature. It will be the responsibility of the action addressee(s) to coordinate recommendations with other concerned components (including the Headquarters, Marine Corps), as appropriate.

2. Assignment of promulgated issuances for implementation

a. Unclassified DOD issuances are transmitted by Secretarial route sheet to designated action addressee(s) for further implementation, as needed, and to other headquarters components for information on a "need to know" basis.

b. Classified DOD issuances are promulgated in the same manner as unclassified ones, except that the distribution of information copies is limited.

c. A small stock of each DOD issuance received is provided to the action addressee(s) for any additional distribution and extra copy requests. A limited number of copies are retained by the Navy Directives Control Section (Op-09B15C) to accommodate requests from the Secretariat, CNO, VCNO, and AVCNO/DNA. All other requests for extra copies will be referred to the cognizant action addressee(s).

3. Procedures for action addressees

a. Comply with the requirements of the DOD issuance, and also with any supplemental directions provided by the Chief of Naval Operations (Op-09B).

Enclosure (1)

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b. Upon receipt of a DOD issuance, the action addressee should notify CNO (Op-09B15C), extension 54106/8, of the action official's name, office and telephone number.

c. Prepare the proposed implementing issuance for submission to the Secretary of Defense for approval prior to signature when so stipulated in the DOD issuance. In all such cases, submission will be made via the Chief of Naval Operations (Op-09B15C) to SECNAV for forwarding to the Secretary of Defense.

d. Prepare and issue implementing directives as required so that all activities concerned may comply promptly with policies, instructions or directives contained in the DOD issuance.

(1) When Secretarial signature is required on an implementing directive, the proposed directive should be reviewed and cleared by the Director, Naval Records and Information Management Division (Op-09B1). (Proposed CNO-originated directives which require Secretarial signature shall be submitted via CNO (Op-003S).

(2) When an implementing directive/issuance is signed within the Office of the Chief of Naval Operations (OPNAV), two copies of the implementing document shall be furnished to CNO (Op-09B15C) for submission to the Office of the Secretary of Defense.

(3) When the implementing directive(s) or other issuance is signed outside SECNAV or OPNAV, provide by letter or memorandum to CNO (Op-09B15C), two copies of the implementing document(s) with an indication of the DOD issuance being implemented. Two copies of all subsequent revisions or modifications to the implementing document(s) should similarly be provided to CNO (Op-09B15C).

e. When joint action is assigned, coordinate efforts in the preparation of implementing directives.

f. When the policy or procedure contained in the DOD issuance is already covered in a naval issuance (directive, manual, etc.), provide by letter or memorandum to CNO (Op-09B15C), two copies of the implementing document(s) with an indication of the DOD issuance being implemented.

g. When no implementing issuance is necessary, so advise CNO (Op-09B15C) by letter or memorandum.

h. Requests for extensions of due dates will be requested, with justification, from CNO (Op-09B15C).

i. When CNO (Op-09B15C) has received the Navy implementing document(s), or notification that implementation is not required, Op-09B15C will prepare a memorandum for the signature of the Administrative Aide to SECNAV, advising the appropriate official within OSD of the implementation within the DON of the DoD issuance.

j. To avoid conflict or duplication, "copy to" addressees of transmittals of DOD issuances will initiate supplementary action only after clearance by the action addressee(s).

4. Reassignment of implementing responsibility. All DOD issuances which require implementing actions by commands subordinate to the Chief of Naval Operations will be assigned initially to an OPNAV office for action. When the OPNAV office reassigns the issuance to a subordinate command for implementation, the original OPNAV office remains responsible and will be held accountable for implementation.